

# GUIDE FOR SUBMITTING ELECTRONIC DOCUMENTS SAN FRANCISCO BAY REGIONAL WATER QUALITY CONTROL BOARD

## Document Requirements

- Submit all documents to the Board both as a paper copy for staff review and as an electronic file copy via Internet for archiving.
- Submit documents as Portable Document Format (PDF) files.
- The PDF files shall include images of signed, dated and letterhead pages.
- Submit each document as a single PDF file. For example, signed cover letters accompanying reports should be included as the first page(s) of the PDF file. Each report should be submitted as one PDF file, not as separate chapters, figures, etc.
- The file name should be **24 characters or less** and representative of the document or project. Example: Use "ParkRoadBeniciaRptSept03.pdf" instead of "4365.00Final.pdf". ***Please also ensure that the files you submit to us are not password-protected.***
- Submit files to the appropriate Board staff person's folder in the Board's File Transfer Protocol (FTP) site (see below).

## Document Submittal Procedure

You can access our new and permanent FTP site using your browser using the instructions below. In all cases, send a confirming e-mail to the Board staff person.

1. If you use Internet Explorer:

***Be sure that the Options are set to "enable passive FTP."***

Type in the URL Address: <ftp://swrcb2a.waterboards.ca.gov>

This will show you a screen with a few folders. **You will need to login.** You can do this either by right clicking on the screen, or by clicking the file button on the top left hand corner and then "**Login As**". Type the following:

**USER ID:** rb2ftp

**PASSWORD:** *supplied by Water Board case manager*

A screen with several more folders will appear. Click on "Staff" folder. Open the appropriate "Lastname Firstname" folder and copy your file into that folder or an appropriate sub-folder that the staff person has set up.

2. If you use FTP software

**Host name:** swrcb2a.waterboards.ca.gov

**USERID:** rb2ftp

**PASSWORD:** *supplied by Water Board case manager*

Follow the instructions above for locating the appropriate staff person's folder.